

Meeting Minutes
Iowa State Interoperable Communications System Board
May 10, 2018
West Des Moines City Hall
4200 Mills Civic Parkway
West Des Moines, Iowa

John R. Benson
HSEMD

Andy Buffington
Communications Center

Vacant
EMS

Vacant
Member At-Large

Ellen Hagen
Fire Department (Volunteer)

Rob Rotter
Sheriff's Office

Michael Kasper
Sheriff's Office

Vacant
Fire Department

Tom Lampe
Iowa DPS

Jason Leonard
Municipal Police Department

David Ness
Municipal Police Department

Denise Pavlik
Communications Center

Marty Smith
Iowa DPH

Mike Harvey
Iowa DOT

Jeffery Swearngin
Iowa DNR

Patrick Updike
Iowa DOC

Bob von Wolfradt
Office of the CIO

Larry Smith
Emergency Management

Carole Lund-Smith
ILEA

Legislative Members
Senator Jim Lykam
Senator Randy Fenestra
Representative Bob Kressig
Representative Steven Holt

Meeting called to order by Chair Tom Lampe at 10:30 a.m.

Conference telephone line was opened for public listening and comment, and for Board members who found it impractical to attend in person.

Voting Members in Attendance: Jeff Swearngin, Patrick Updike, Mike Harvey, Tom Lampe, Ellen Hagen, Rob Rotter, Jason Leonard

Members via conference line: Marty Smith, John Benson, Bob von Wolfradt, Denise Pavlik, Andy Buffington, Dave Ness, Mike Kasper, Carole Lund-Smith, Larry Smith

Non-Voting in Attendance: SWIC Chris Maiers, Outreach Specialist Shawn Wagner, Ethan Vanous

Absent:

Guests: Tracey Bearden, PCEMA; Mike Bryant, IA Professional Fire Fighters; Douglas Knoll, IA DOT; Tammy Rodriguez, ICN; Mike Laver, ICN; Tom Reis, RACES

Approval of Agenda – Jeff Swearngin made a motion to approve the agenda. Ellen Hagen seconded. All in favor. Motion passes.

Approval of Minutes – Ellen Hagen made a motion to approve meeting minutes from the April 12, 2018 meeting. Rob Rotter seconded the motion. All in favor. Motion passes.

SWIC Report – SWIC Chris Maiers reported on the following items:

SWIC Maiers mentioned that he will be headed to the joint SAFECOM / National Council of SWICs (NCSWIC) meeting in Portland, Oregon in the middle of May. During the meetings, discussion will be had on interoperability from many different aspects. SWIC Maiers will also be participating on some executive meetings regarding P25 Land Mobile Radio (LMR) communications. These will be a series of meetings to discuss what stakeholders need with respect to P25 standards and how best to incorporate those needs in with the manufacturers. SWIC Maiers will be bringing up some technical aspects associated with interstate interoperability. SWIC Maiers will also be discussing logistical hurdles with encryption on geographically expansive networks. SWIC Maiers will also restate the need for robust compliance assessment program and the need to expand the needs for testing capabilities.

COMEX was held on April 23-24. This exercise was a simulation of the June 1998 derecho across the state. Old storm reports served as communications injects for the exercise and were relayed to the local National Weather Service (NWS) office. The feedback was very positive. This is something to look at down the road whether or not having those weather talkgroups would be a good idea. The NWS seemed to like the pathway to have information sent to them. The NWS has used LMR communications in the past, so this could be a logical next step for the NWS with ISICS being built out across the state. On the second day, ISICS was used as a command channel during operations.

The revision of the National Emergency Communications Plan (NECP) is currently in progress. The SME's involved with this revision from Iowa are, Blake DeRouchey (Iowa 911 Program Manager), Rob Dehnert (WESTCOM), District Chief Curtis "Wally" Walser (Cedar Rapids Fire), Lt. Josh Hale (Iowa State University Police) and Andy Buffington (Winnebago and Hancock County Emergency Management). Iowa had the most diverse array of subject matter experts on the initial call with the Department of Homeland Security.

In June, SWIC Maiers will be heading to the next TIA/TR-8 meeting in Atlanta, GA. The P25 User Needs and Steering Committee will also be meeting. SWIC Maiers plans to present some lessons learned from Iowa's buildout of the ISICS Platform to help facilitate discussions on P25 standards. These groups are working on standards regarding P25 security, and a couple are near finalization. One of the standards that could be a good use for ISICS is link layer encryption (LLE) that is nearing the end of completion. Adds to the security of the data packets associated with a transmission on a P25 LMR system.

SWIC Maiers is continuously working on outreach to counties and local stakeholders including ride-alongs and sit-alongs. He had a chance to observe Cedar Rapids Fire and WESTCOM.

The encryption sub-committee will have their next meeting on May 31 to continue the work on management of key update cycles. SWIC Maiers is awaiting feedback from the National Law Enforcement Communications Center (NLECC).

SWIC Maiers is working on writing up the report that the RICs have been discussing about inter-state and transport interoperability. SWIC Maiers will be writing this up in way that allows the Standards Working Group to run with and create an ISICS Standard.

SWIC Maiers will be working on a survey on how point-to-point can be incorporated into the ISICS platform. This is something where the ISICSB can make a positive impact, especially at the PSAP level.

911 Council Report – Blake DeRouchey reported that he was appointed as National Association of State 911 Administrators (NASNA) representative to the public safety advisory committee towards FirstNet. The 911 Council approved four GIS grants as well as an additional officer down training for Mahaska County. After the four grants and training, the 911 Council has about \$16,000 for the rest of the fiscal year for training and public education. The 911 Council plans to use the remaining monies for Text to 911 public education through Facebook and Google.

User Group Committee (UGC) – Chair Andy Buffington reported that the UGC met and discussed one new user (Montgomery County EMA, Level 4 User) to ISICS which will be discussed under new business. The application process is also a continued discussion at the UGC meetings. The Matrix of Users is now called a Participation Plan and is currently being updated and reformatted for ease of use. If applicants apply on behalf of another entity in their county or jurisdiction, they will need documentation of consent (letter or email) from those entities being applied for. Chair Buffington commends Brian Hammon, Emergency Manager for Montgomery County, for being on the UGC call to help answer any questions with regards to their application. All applicants being considered will be contacted before the UGC meeting in order for those applicants being discussed can be on the call in case questions arise.

Finance Report – DPS Finance Director Jim Wittenwyler reported that the Finance Committee met on Tuesday May 1 to review the April financials and approve any future travel authorizations. SWIC Maiers will be traveling out of state next month with the Finance Committee approving such travel. Monthly expenditures during April for the Interoperability and broadband communications fund were \$15,654.97, which leaves an April ending balance of \$181,144.00. The Office of Chief Information Officer (OCIO) reimbursed the funds of \$1,500 in April for costs associated with the citizen facing website requirements with approximately \$8,000 - \$9,000 left in that award. Governor Kim Reynolds recommended \$115,661 in fiscal year 2019 for the statewide interoperable appropriation fund. Both the House and the Senate passed HF2492, which was in line with the Governor's recommendations of \$115,661. The Finance Committee is anticipating that the Governor will sign this into law in the next 30 days. So, the appropriation that ISICSB received in 2018 will continue into 2019. SLIGP 1.0 has wrapped up with just over 1.5 million in Federal expenditures and approximately \$375,000 in State expenditures. The remaining Federal balance associated with SLIGP 1.0 was approximately \$151,000. That money will be given back and ultimately divided out to all the SLIGP 2.0 recipients. SLIGP 2.0 started during the month of March with the award document being signed by the Department of Public Safety (DPS). The SLIGP 2.0 grant period is from March 1, 2018 to February 29, 2020. This is a multi-year award with a current total Federal amount of just over \$610,000. The current funding period is from March 1, 2018 through November 30, 2018. The estimated cost for the

current funding period is \$286,288.00 with a total Federal share of \$229,030. Like SLIGP 1.0, the Federal share is 80% of the estimated costs. Total monthly expenditures for the month of April for SLIGP 2.0 is \$13,612.74 and of that amount, \$10,890 were Federal expenditures, which leaves a remaining amount for this year award of \$210,422. As of April, Federal Engineering has exhausted available funds within their contract with an amendment needed to continue project management support. A \$55,000 amendment to their contract is recommended, which will be discussed at the next Finance Committee meeting.

Governance Committee – Vice Chair Dave Ness mentioned that there would be no official report and will discuss ISICS Standards needing action later in New Business.

Operations Committee – No report

Outreach Committee – Chair Ellen Hagen mentioned that the Outreach Committee continues to pass along information received to stakeholders.

FirstNet Outreach Specialist Report – FirstNet Outreach Specialist Shawn Wagner reported that the Outreach Team has been working on the next outreach event, which is in Council Bluffs on May 17.

One of the things the Outreach Team has been looking at is a call tree. The team would like Board and Committee members to reach out to a minimum of three people and inform them about ISICS, FirstNet, joining your Regional Interoperability Committee or just talking Total Interoperability in Iowa and what ISICSB has been doing to achieve that. The goal is to grow attendance in the RICs and Committees. A lot of emails are being sent out and it still seems like some stakeholders are being missed. Emails will still be sent out, but word of mouth is going to be one of the main focuses going forward along with keeping social media up to date to make sure stakeholders are receiving the information they need to be receiving.

Shawn showed the map of ISICS Users that is located on the Join ISICS Website. The map is still in progress some agencies either not on the map or not in the right category. However, Shawn showed the progress being made to educate the Board that there is a map of all users that have been approved, have applied and are active. Find the map [here](#). Chair Lampe asked Shawn how this map integrates into the colored map on the ISICSB website. Shawn replied that map is something different entirely. The map Chair Lampe is referencing was on a county by county basis, the ISICS users map is on an agency by agency basis. The map Chair Lampe is referencing worked well for outreach in that it showed that particular county was visited. The new map Shawn showed shows ISICS users in a certain status in the process of access.

Shawn mentioned that the Outreach Team is making adjustments in terms of the Outreach Events. The team has heard rumblings regarding the locations of these events and would like to make it easier for all stakeholders in that region to be able to attend. An attempt is being made to have the remaining outreach events more centrally located.

Shawn mentioned that a county sheriff may not be the best person to receive these emails with updates and information at first. The local radio “gurus” within an agency is who the Outreach Team would like to reach to help spread the word and then go back and educate the chief or sheriff in the region. So, word of mouth is something that will be beneficial going forward to make sure everyone is receiving all the information and that the newsletters and emails are not going to the junk mailbox.

Training/Exercise Committee – Chair Denise Pavlik reported that the Training Committee met via conference call on April 25. Two ISICS standards were passed through Training and were then sent on to the Governance Committee. The COMEX exercise was discussed during the meeting, which was discussed in detail by SWIC Maiers. There is an upcoming COML class on June 5 – 7 at the Cedar Rapids Fire Department. Contact Chair Pavlik with any questions regarding this training. Concerns regarding pre-requisites for these COML classes were discussed as well.

Chair Lampe mentioned that ISICSB will be able to use the contract currently in place with Motorola to provide PSAP training. Chair Lampe will discuss this further with Chair Pavlik to get the Training Committee involved.

Technology Committee – Chair Patrick Updike reported that after the April ISICSB Board Meeting, he attended the 700/800 RPC meeting. The 800 MHz scene of action channels frequencies are still being discussed with the Technology Committee and it is possible that acquiring these frequencies could be dependent on how the 700/800 RPC changes some of their wording. That wording is necessary for the FCC to allow ISICSB to use those frequencies.

The Technology Committee met on April 26 and May 1 where the 700 MHz air to ground channels were discussed. Due to some recent changes, the Technology Committee is attempting to figure out who is going to license these channels. Most of these frequencies that have been licensed over the years have been licensed with people within the Department of Public Safety. The second discussion included dialogue about the test procedures for subscriber units.

Chair Updike is still looking for member to join the Technology Committee. If anyone is interested please contact Technology Chair Updike for more information.

Other Reports – Chair Lampe reported that he is working with the Governor's Office on getting ISICSB vacancies filled. Chair Lampe mentioned that he received a letter of resignation from Deb Krebill who expressed that her time commitment is not working between her full time position and ISICSB. However, Deb Krebill did make a recommendation for her replacement, which the Governor's Office will reach out too.

Chair Lampe introduced Mike Harvey, who will be the new interim representative for the Iowa Department of Transportation (DOT). Mike Harvey serves as the Director of the Office of Support Services for the DOT.

Nick Putnam of Motorola Solution filled in for Melvin Mercado to give the Motorola ISICS Project Update. All ISICS sites are currently locked in, in all six regions.

Region 1: 23 total sites – one site has not started – four sites are active build – one site has the civil completed – 17 sites have had the Civil/FNE completed. 17 sites in region 1 have power to them.

Region 2: 11 total sites – two sites have not started – one site has the civil completed – eight sites have had the Civil/FNE completed. Eight sites in region 2 have power to them.

Region 3: 14 total sites – one site has not started – two sites are in active build – 11 sites have had the Civil/FNE completed. 11 sites in region 3 have power to them.

Region 4: 14 total sites - two sites are in active build – 12 sites have had the Civil/FNE completed. All sites in region 4 have at least started with 12 of them having power to them.

Region 5: 12 total sites – three sites have not started – two sites are actively being built – seven sites have had Civil/FNE completed. Seven sites in region 5 have power to them.

Region 6: 16 total sites – one site has not started – three sites are actively being built – 12 sites have had Civil/FNE completed. 12 sites in region 6 have power to them.

Overall, there are 90 total sites, eight sites have not started, 13 sites are actively being built, two sites have had the civil completed and 67 sites have Civil/FNE completed. Of the eight sites not started, five of them are lease sites with three being Iowa Public Television (IPTV) sites. In summary, Motorola is in the build process going as quick as possible. There are civil and equipment installation completion certifications in process as the sites are built. There no sites currently in regulatory. Microwave installations and path alignments are on going as well. Motorola has completed the Westcom layer 3 conversion, which took 2 weeks to complete. There are a couple of items in flux that are being worked through. The first item is the pre-upgrade approach (re-staging of the cores to address active system use). The cores will be updated offline in a controlled environment to eliminate the potential for loss of system functionality during the upgrades. The second is the change of 700 MHz channel plan on all sites to mitigate interference with adjacent states.

Layer 3 is a different layer of the protocol for the software being used for ISICS. Layer is the way that sites are communicating with each other, which gives them a lot more capacity and flexibility. A layer 3 network is much more robust than a layer 2 network.

Andy Sackreiter of the RAN Engineering Team with AT&T gave a brief update with regards to AT&T / FirstNet in Iowa. AT&T is making really good progress on the LTE network within Iowa. The coverage in Iowa is a little spotty with AT&T and new sites will have to be built. The completed plan minimally covers (at outdoor coverage levels) 98.44% of rural areas, 100% of urban areas, 99.15% of rural population and 100% of urban population. AT&T is going to leverage their own organic resources along with partnerships to build new sites. There are 211 new sites in progress with 62 sites on air already since Iowa Opted-In to FirstNet last July. AT&T is still designing and contracting for the southwestern portion of Iowa. This will be a 5-year network deployment buildout. A new site can be considered building a new tower site from scratch or adding equipment to an existing site.

Jim Lundsted from the Department of Homeland Security Office of Emergency Communications (DHS OEC) thanked the Iowa Team that participated in the Nation Governors Association Southwest Regional Workshop to improve Governance. Jim mentioned that he recently attended a week's worth of intensive Federal emergency support to function training in South Carolina, which discussions were had on disaster recovery after hurricanes Harvey, Maria and Irma including talks about users roaming on to another network and how that relates to Text-to-911. Jim also mentioned that there was a credible cyber threat alert that was issued through one of the national public safety associations during the week of April 9. This was a credible threat but OEC may have found some gaps in the messaging methodology. The FCC just released their findings and recommendations from the false emergency alert message that occurred in Hawaii in January. Jim advised that he will be working with SWIC Maiers; OEC is completing the after action report of the 2017/2018 Statewide Interoperability Communications Plan snapshot, which informs OEC where Iowa is to begin work on the 2019 rewrite of the National Emergency Communications Plan.

Ethan Vanous of the Standards Working Group reported that the Working Group held their fifth ISICS Standards Workshop on Tuesday, May 8. The workshop was a success with the committee discussing and editing eight standards. Six of those standards were completed and will be sent on to the Governance Committee. One standard will be sent to Technology for further Technical Assistance and one standard (Console Naming) was deemed not to be applicable to the ISICS platform. As of this meeting, ISICSB has approved 26 ISICS Standards. The next workshop was moved from May 29 to June 5 due to the holiday weekend. All approved ISICS Standards can be found on the ISICSB website under the policy section. <https://isicsb.iowa.gov/resources/policies/isics-standards>

Old Business –

None.

New Business –

UGC Chair Andy Buffington reported that the UGC has reviewed the Montgomery County EMA ISICS application as a level 4 user. UGC Chair Buffington makes a motion to approve Montgomery County EMA for ISICS access as a level 4 user. Rob Rotter seconds the motion. All in favor. Patrick Updike abstains. Motion passes.

Governance Chair John Benson reported that the Governance reviewed seven standards with minor amendments made on a couple of them. Chair Benson thanked both SWIC Maiers and Ethan Vanous for participating in the Governance Committee call to give feedback and live capture the edits. Governance Chair Benson makes a motion for ISICSB to approve the following ISICS Standards: Requesting Participation by Non-Public Safety / Non-Public Service Organizations, Training Technical Staff, Training ISICS End Users, Statewide Pursuit Communications, ISICS Regional & Statewide Interoperability Talkgroups, Outage Responsibility and Hospital Access. Ellen Hagen seconds the motion. All in favor. Motion passes.

Public Comments –

Consultant Todd Johnson with Mission Critical Partners who represents Story County mentioned that the Story County Letter of Intent (LOI) and Memorandum of Agreement (MOA) was sent to ISICSB through the proper channels. Initial feedback advised that an amendment may be needed to the Letter of Intent due to the system design possibly changing slightly. Todd mentioned that they are hoping to utilize the newly completed Ames tower with the Story County system design. Todd is curious on who he needs to talk to in order to start discussions on using that tower for their system. Chair Lampe mentioned at this point in the process, Todd will need to discuss this with the project manager and Motorola since the State of Iowa has not accepted anything yet.

Ellen Hagen mentioned that the ISICSB asked for marked law enforcement vehicles to perform system coverage testing and was curious if ISICSB was getting any responses or feedback. SWIC Maiers mentioned that good feedback is coming in with some local agencies willing to volunteer their time to help out with this coverage testing. SWIC Maiers is working

on developing a sign up sheet that will be posted on Google Drive so anyone interested in driving and volunteering can sign up.

Motion to Adjourn: Ellen Hagen made motion to adjourn. Patrick Updike seconded motion. Meeting adjourned at 11:56 a.m.

YouTube link for November ISICSB Board Meeting:

<https://www.youtube.com/watch?v=bABa80nOtel&t=3035s>